

City of Conway

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**City of Conway, Arkansas
Ordinance No. O-11-03**

AN ORDINANCE REDUCING THE NUMBER OF AUTHORIZED NON SWORN POSITIONS FOR THE CONWAY POLICE DEPARTMENT AND AUTHORIZING THE RECLASSIFICATION OF A SECRETARY'S POSITION TO AN ADMINISTRATIVE ASSISTANT POSITION; AND FOR OTHER PURPOSES:

WHEREAS, the Conway Police Department is currently authorized forty five (45) non sworn positions and is requesting to eliminate one (1) vacant Secretary position and reclassify one (1) vacant Secretary to an Administrative Assistant position;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

- SECTION 1.** The City of Conway shall eliminate one Secretary position and shall reclassify one Secretary's position to one Administrative Assistant position.

This will decrease the number of authorized non-sworn positions by one.
- SECTION 2.** No additional salary funds are required for this staffing adjustment.
- SECTION 3.** All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 11th day of January, 2011.

Approved:

Tab Townscl
Mayor Tab Townscl

Attest:

Michael O. Garrett
Michael O. Garrett
City Clerk/Treasurer